

**EMERGENCY MANAGEMENT 012910**

*Personnel Services*

Salary  
Salaries Clerical

Total

*Expenses*

Supplies and Expenses

Total

TOTAL BUDGET

FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
\$737	\$737	\$756	\$1,500	\$1,538	1500	
\$737	\$737	\$756	\$1,500	\$1,538	1500	0
\$1,050	\$272	\$0	\$2,264	\$2,500	2500	
\$1,050	\$272	\$0	\$2,264	\$2,500	2500	0
\$1,787	\$1,009	\$756	\$3,764	\$4,038	4000	0

**BUDGET NARRATIVE****Description of Department Function**

Describe the overall mission or purpose of the Department.

The mission of the Local Emergency Planning Committee is to provide expertise and leadership for the Town's emergency management responsibilities through the integration of emergency management programs, functions, and supporting activities to prevent, protect against, mitigate the effects of, respond to, and recover from all hazards. In addition, the Committee provides planning and preparedness resources for disasters, outbreaks and other large-scale public health emergencies.

This is accomplished by working with several different departments within the town. Cooperation between the Millis Fire, Police, DPW, Board of Health, Transportation, Select Board and Town Administrators office ensures that necessary resources, information and knowledge are available.

**Programs and Sub-Programs**

Consider and list the actual Programs and Sub-Programs Executed by the Department

Monthly meetings with all departments to discuss, plan and train for emergencies.

**Accomplishments**

Describe the major describable accomplishments or measurable activities in FY22 or CY21.  
Use statistics whenever possible.

Worked with Town Agencies to plan a deal with the pandemic.

Worked with our Local Power companies to have better communication.

Worked with MEMA and FEMA to establish information platforms including the WebEOC.

**FY23 Departmental Goals**

Describe the initiatives and accomplishments planned for FY23

Update the towns Continuity of Operation plan (COOP)

---

**Spending Highlights for FY23**

Explain any significant budget changes from FY22

---

**Non-tax Funding**

List any expected non-tax revenues that will be use to fund department activities, including an estimate to be received.



## CAPITAL PROJECT DETAIL SHEET

Project Title: Public Safety Radio backup power generators		Category:						
Department: Emergency Management								
Description and Justification: The Public Safety Radio system that effects the Fire, Police and DPW are housed out of 2 main sites, the Farm St and Walnut St water towers. These 2 sites are the primary and repeater sites for these radio systems and water department SCADA systems. When there is a power outage the radio systems defer to a battery backup that last approx 1 hour. With power outages that last longer the fire department has to bring a generator to each site and power them up and then continuously refuel them throughout the outage. Recently we recieved a letter from Eversource stating that with a strain on delivery there could be extended power outages as well as planned power outages and that critical infrastructure will not be exempt. This is very concerning to our public safety infrastructure and safety of our town employees. This request would purchase a generator for each site that is powered by natural gas or propane and installed with a switch that would activate when power was lost. This would eliminate any down time to the radios or scada system and would not require any manpower to operate.		Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.						
<b>RECOMMENDED FINANCING</b>								
	Source of Funds	Total Six - Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment			\$25,000					
G. Contingency								
H. Other								
<b>TOTAL</b>			<b>\$25,000</b>					
Source of Funds Legend								
(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees					
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees					
			(9) Stormwater Enterprise Fund Fees					



TSD ELECTRIC LLC  
396 WASHINGTON STREET  
WESTWOOD, MA 02090  
(617) 553-0005



July 13, 2020

Dear Rick Barrett:

Thank you for the opportunity to conduct an in-home survey and review your standby power needs in detail. At TSD ELECTRIC LLC, we strive to provide our customers with the best automatic standby solution, and offering Generac automatic standby generators allows us to offer the generator and transfer switch option that meets your unique requirements. As a result, we are pleased to offer you this personalized proposal.

#### Proposal For:

Rick Barrett  
885 Main St  
Millis, MA 02054  
H: (508) 906-3305  
A: (508) 906-3305  
rbarrett@millisma.gov

**13kW Air-Cooled Standby Generator  
with WiFi, Aluminum Enclosure (Unit  
Only) Proposal**

13kW Air-Cooled Standby Generator  
with WiFi, Aluminum Enclosure (Unit  
Only) (Model 7173-0)

RECOMMENDED

#### Generac items

\$9,106.60

- 2 13kW Air-Cooled Standby Generator with WiFi, Aluminum Enclosure (Unit Only) (Model 7173-0) \$6,381.82

Generac's Guardian Series generators provide the automatic backup power you need to protect your home and family during a power outage. Connected to your existing LP or natural gas fuel supply, it kicks in within seconds of sensing power loss—automatically—and runs for as long as necessary until utility power returns.

Now coming with FREE Mobile Link™, allowing you to monitor the status of your generator on a phone, tablet or computer from anywhere in the world. Giving you the ability to connect your account to your authorized service dealer for fast, friendly and convenient assistance.

- Mobile Link™ Remote Monitoring.
- 5-Year Limited Warranty
- True Power™ Technology delivers best-in-class power
- Generac generators and engines are Engineered and Built in the USA\*
- Generac's G-Force Engines are capable of handling the rigors of generator use
- 24/7/365 Customer Support Team
- Tough, Durable All-Aluminum Enclosures
- Smart, User-Friendly Controls

\*Built in the USA using domestic and foreign parts

- 4 Smart Switch 100 Amp Service Rated 120/240 1Ø NEMA 3R \$2,040.76

- 2 Mobile Link Cellular 4G LTE Accessory \$515.27

The Mobile Link Cellular 4G LTE device is easy to use and works in tandem with our cellular partner, Verizon, for broad coverage and more reliable connections. This 4G LTE network also delivers faster download speeds, enabling automatic generator system upgrades over the air and faster delivery of generator condition notifications. The device pairs with our Mobile Link monitoring service, giving homeowners and our dealer partners\* frontline access to critical information about their generator's status—24/7—for enhanced peace-of-mind.



<b>QTY</b>	<b>Generac items</b>	<b>\$9,106.60</b>
------------	----------------------	-------------------

2	Wet Cell Battery - 26R	\$168.75
---	------------------------	----------

**26R Wet Cell Battery**

Every standby generator requires a battery to start the system. Generac offers the recommended 26R wet cell battery for use with all air-cooled standby product and liquid-cooled standby product 60 kW and below, excluding the 48 kW.

<b>QTY</b>	<b>Air Cooled</b>	<b>\$3,000.00</b>
------------	-------------------	-------------------

5	Annual Service	\$1,500.00
---	----------------	------------

5	Annual Service	\$1,500.00
---	----------------	------------

<b>QTY</b>	<b>Electrical</b>	<b>\$3,360.00</b>
------------	-------------------	-------------------

24	Master Electrician	\$2,280.00
----	--------------------	------------

24	Junior Electrician	\$1,080.00
----	--------------------	------------

<b>QTY</b>	<b>Shop Materials</b>	<b>\$866.67</b>
------------	-----------------------	-----------------

65	General Materials Adder	\$866.67
----	-------------------------	----------

<b>QTY</b>	<b>Wire</b>	<b>\$86.33</b>
------------	-------------	----------------

25	TC-ER Cable 07-16	\$86.33
----	-------------------	---------

<b>QTY</b>	<b>other</b>	<b>\$350.00</b>
------------	--------------	-----------------

1	Electrical and Plumbing Permits and Inspections	\$350.00
---	---	----------

Includes all required documents in order to secure towns permits and inspections.

Sub-Total:	\$16,769.60
Sales Tax:	\$0.00
Total:	\$16,769.60
Down Payment:	-\$8,959.31
Balance Due:	<b>\$7,810.29</b>

Generac is the #1 standby generator on the market today. TSD ELECTRIC LLC is a factory-authorized and certified dealer, trained in the proper application, installation, and service of all Generac automatic standby generators, assuring you the highest quality service and support for your generator.

Thank you for the opportunity to offer a Generac automatic standby generator to protect your home and family during a power outage. We will contact you to answer any additional questions and finalize the details of the installation of your automatic standby generator. Please feel free to contact us at (617) 553-0005 at any time.

All quotes are valid for 30 days.

Sincerely,

ioannis poimenidis

I accept this proposal and wish to proceed with the purchase and installation of my Generac automatic standby generator.

\_\_\_\_\_  
Customer Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dealer Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.

**Additional Comments:**

*Installation includes battery and concrete pad for each unit.  
Proposal includes the whole installation of both units.  
Both units receiving a 5 years maintenance contract.  
Includes 24/7 monitoring of the generators and all required and emergency visits.  
Materials and labor included.  
Upon agreement deposit is required.  
Remaining balance to be paid the day of completion and final electrical inspection.*

**Selected payment option:**    *Cash/check*

## Notice of Cancellation

Date of Purchase: \_\_\_\_\_

You may CANCEL this transaction, without any Penalty or Obligation, within THREE BUSINESS DAYS from the above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within TEN BUSINESS DAYS following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when you received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this Cancellation Notice or any other written notice, or send a telegram, to TSD ELECTRIC LLC, at 396 WASHINGTON STREET WESTWOOD, MA 02090 NOT LATER THAN MIDNIGHT OF

\_\_\_\_\_.

I HEREBY CANCEL THIS TRANSACTION.

(\_\_\_\_\_) \_\_\_\_\_

(Signature) \_\_\_\_\_





## CUSTOMER CHECKLIST

---

### Administration Preparation

---

- Dealer Site Survey
- Dealer Building permit
- Dealer Electrical permit
- N/A Plumbing Permit

### Installation Preparation

---

- Dealer Call Electric company

### Installation

---

- Dealer Install base
- Dealer Mount transfer switch
- N/A Install Fuel Line
- Homeowner Landscaping

### Post Install / Activation / Followup

---

- Dealer Activation
- Dealer Demo a Simulated Outage
- N/A Fuel Pressure Check
- Dealer Final Inspection



# Town of Millis

## Capital Planning Committee

### Priority Ranking Worksheet

<b>Project Name:</b>	Emergency generators for Radio sites
<b>Priority Ranking:</b>	1
<b>Project Type:</b>	
<b>Useful Life:</b>	20years
<b>Responsible Department:</b>	Emergency Management

Criteria	Description	Rating Scale (1-9)	Project Rating *	Notes / Comments
Project Requirements	Is the project required to meet legal, compliance, or regulatory mandates or potentially impact the towns ability to provide necessary services?	1 = not required or mandated 5 = pending requirement 9 = required or mandated	9.00	
Strategic Alignment	To what extent is the project aligned with the government's overall strategies?	1 = no alignment with strategies 5 = partial alignment with strategies 9 = full alignment with strategies	9.00	
Value to Citizens	How much value will the outcome of this project bring to our citizens?	1 = minimal value 5 = partial value 9 = high value	9.00	
		<b>Priority Factor</b>	27.00	

Priority Ranking Criteria	Applicable**	Weighting Factor	Priority Factor	Score	Notes / Comments
Public Health and Safety	1	1.50	27.00	40.50	
Employee Health and Safety	1	1.25	27.00	33.75	
Regulatory Mandate	1	1.50	27.00	40.50	
Frequent Problems	1	1.25	27.00	33.75	
Generates Revenue		1.00	27.00	-	
Lowers Ongoing Operation Costs or generates savings	1	1.25	27.00	33.75	
Age or Condition of Existing	1	1.00	27.00	27.00	
Public Benefit	1	1.25	27.00	33.75	
Public Demand	1	1.00	27.00	27.00	
Synergy with Other Projects	1	1.00	27.00	27.00	
Comprehensive Plan Component	1	1.25	27.00	33.75	
<b>Total Score</b>				<b>330.75</b>	

\*Project Rating - Using Rating Scale rate your project from 1 - 9

\*\*Applicable - Enter a 1 if your project meets the Priority Ranking Criteria